

Khea Labiano

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Work Experience

Finance Department – General Intern

Bai Hotel Cebu, Mandaue City, Cebu, Philippines

Responsibilities:

- Assisted in tax schedule preparation for clients, ensuring compliance and accuracy.
- Checked City Ledger documents with precision.
- Verified voucher series for completeness.
- Prepared audit findings for comprehensive reports.
- Supported accounts payable with voucher and check preparation.
- Collaborated with treasury for organized check release.

Accounting Associate - Intern

Orcullo Business Consultancy, Talisay City, Cebu, Philippines

Responsibilities:

- Prepare tax schedules, ensure compliance, and assist with business registration.
- Encode transactions in accounting software for trial balances and internal reporting.
- Attend business reviews, prepare reports, and offer insights to clients.
- Evaluate ERP requirements aligned with organizational goals.
- Conduct internal audits and provide risk-mitigating advisory services.
- Perform ad hoc tasks to support organizational operations.

Education

Bachelor of Science in Management Accounting

University of San Carlos, Cebu City, Cebu, Philippines

Relevant coursework: *Conceptual frameworks and accounting standards, law on obligations and contracts, management science, partnership and corporation, accounting, cost accounting and control, business laws and regulations, purposive communication, accounting information systems, basic economics, operations management, and total quality management (TQM), information technology (IT) application tools in business.*

Data Analytics [Expected Completion: December 2023]

Refocus

Relevant coursework: *Creating reports using Excel, SQL, Power BI, Clockster, Python*

Technical Skills: Data Entry, Accounting Software [Quickbooks, Xero], Microsoft Office [Word, Excel, PowerPoint, Outlook], Reconciliation, Expense Tracking, Invoicing, Payroll Processing, Basic Data Security, Communication Tools [Email, Chat, Video Conferencing], File Management, Basic Bookkeeping Principles, Time-Management and Delegation Applications, General Remote Work Tools, Project Management.

Previous Affiliations and Volunteering: *Junior Philippine Institute of Accountants Member [2019-2023], Community Aids and Responsive Environmentalists – CARE circle Treasurer [2020-2023], Supreme Student Government – Council Head [2013], Vice President [2014-2016], President [2016-2017], Commission on Election Philippines (COMELEC Ph) – Technical Support Volunteer on National Elections 2022*

Language Proficiency: Fluent in English and Filipino